



User Manual

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**Models GP100 / GP250
Electronic General Purpose Bench Scale**



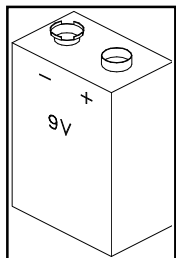
UNPACKING YOUR SCALE

Carefully unpack and inspect the shipping container for evidence of shipping damage. If such evidence is discovered, stop unpacking and immediately notify the shipper to arrange to have the shipment inspected by an authorized representative. All damages must be promptly filed with the shipper.

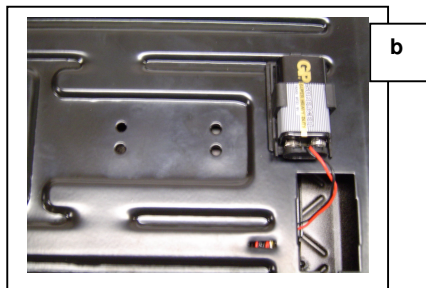
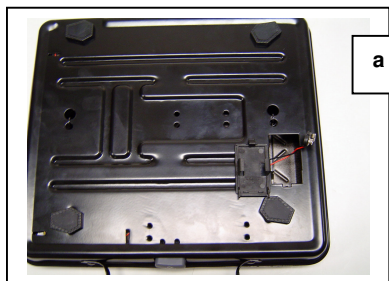
1. Open the box and carefully remove the scale from the shipping carton (save the shipping carton for future use).
2. Place the scale on a flat level surface free from vibration.
3. Remove the AC adapter and user manual from the packaging material.

INSTALLING THE BATTERY

Use **9V ALKALINE BATTERY ONLY**
No other type provides a suitable power output.



To fit the battery, remove the cover on the underside of the scale and place the battery firmly into the battery holder (a). Connect the terminals to the battery and refit the cover (b).



MODELS GP100/ GP250 TECHNICAL SPECIFICATIONS

Construction:	22 gauge steel
Capacity:	GP100: 0 – 100 x 0.2 lbs / 0 – 45 x 0.1 kg GP250: 0 – 250 x 0.5 lbs / 0 – 110 x 0.2 kg
Accuracy:	+/- 3 divisions: GP100 - 0.6 lbs / 0.3 kg GP250 – 1.5 lbs / 0.6 kg
Display:	Large 1" High Backlit LCD
Platter Size:	10.95"W x 12.50"L x 2.20" H
Keypad:	Discrete keyboard switch with ZERO/ ON/OFF, UNITS, TARE, and HOLD.
Power Supply:	120 VAC, 60Hz Ac, 9V DC adapter with 6' power cord or one 9 volt battery (battery not included)
Battery Life:	Up to 8 hours, when Auto Power off is enabled.

CLEANING AND CARE

1. Handle the scale with care. Dropping the scale may cause damage to the scale, which will not allow the scale to weigh properly. This type of damage is considered abuse and violates the product warranty.
2. To avoid damage to the scale, never drop heavy objects or exceed 400 lbs or 200 kg of weight on the scale.
3. Clean the scale with a slightly damp cloth. DO NOT immerse the scale in water or use chemical/abrasive-cleaning agents.
4. If the scale is not being used for a long period of time, remove the battery or turn off the scale.

WARRANTY

This product has a 1 year warranty from the date of delivery against defects in material and workmanship. This warranty does not apply if the product was subject to misuse, neglect, damage or abuse. Calibration is not covered under warranty

TROUBLE SHOOTING

Symptom	Recommended Action
After pressing the “WT HOLD” Key and placing a weight on the scale, the weight will not hold in the display. The “ ” continues to flash	Remove weight from scale and place the Weight in the center of the scale OR The scale is not in a stable environment that allows the weight hold feature to work. Remove the item and place it back onto the scale OR Not enough weight is applied for the weight hold to work, minimum weight required is 1 pound
“ErrE” is displayed	Software error, turn the scale off then on again
“8888” is displayed	Software error, turn the scale off then on again. OR Zero key is stuck. Gently free ZERO button
Unit will not stay on	Auto Power Off is activated, See page 5 for configuration.
Backlit display does not work	Display is broken
I lost my power supply and battery cover	Contact the factory at 1-800-637-0529 for replacement parts.
Incorrect Hold Weight	Scale was not able to stabilize and determine a hold weight, repeat hold. OR Hold key is stuck, gently free HOLD button From sticking into base off scale. OR Item was not placed on the scale quick enough.

GENERAL FEATURES and FIRST TIME USE INSTRUCTIONS

The GP family of bench scales is intended to be used as a general purpose, portable bench scale to weigh objects or packages for determining shipping weights and weight verification. The GP series is not intended for “Legal for Trade” applications. Salter Brecknell offers other “Legal for Trade” scales, you can visit our web-site at www.salterbrecknell.com.

The GP series bench scales offers some unique features:

Auto Power Off – The unit is factory configured for the unit to shut off after 2 minutes of non-use. This feature is designed to save the battery and backlit display life. If the scale is going to be powered via the AC adapter and you would like to disable the Auto Power Off feature, see page 5 for detailed instructions.

Units – This feature is factory configured for the “**UNITS**” switching feature to be active. The “**UNITS**” key allows you to weigh or compare weights in Pounds (LB) or Kilograms (KG). When powering the scale on, the units of measure default, LB or KG, will be used depending on your country of origin. The displayed weight being used can be identified by checking to make sure the bullet on the display is pointing to LB or KG. See page 7 for detailed instructions on changing the default units of measure or deactivating the “**UNITS**” button.

TARE – The tare feature is used when you want to weigh items on the scale while using an empty container to hold them in place on the scale. Simply place the empty container on the scale, press the “**TARE**” key, the scale will now display “0.0” weight. Place your items in the empty container to obtain the actual weight of the items in the container. See page 3 for detailed instructions.

HOLD – The Weight HOLD feature is used when you have a object placed on the scale that is to large for you to view the weight on the display. Pressing the “**HOLD**” button prior to placing the object on the scale will activate the hold feature. Once the item is placed on the scale for 2-5 seconds, remove the object and the scale will display the average weight of the item. See page 4 for detailed instructions.

FUNCTION KEYS

ZERO ON-OFF KEY:

This key “**ZERO ON-OFF**” key performs three functions. First it applies power to the scale; second it returns the scale to zero weight; third it will turn off the scale.

To turn ON power to the scale:

Remove all items from the scale. Press “**ZERO ON-OFF**” key.
The display will show perform a display test “8888” then “0.0”.

To turn OFF the power to the scale:

Press “**ZERO ON-OFF**” key for 3-5 seconds..

To ZERO to the scale:

Press the “**ZERO ON-OFF**” key if the scale will not return to zero weight, or a negative weight appears on the display.

Important Note: It is recommended to press the “ZERO ON-OFF” key before placing an item on the scale. This will help ensure accurate weight readings.

TARE KEY:

To use the “tare” feature:

1. Place an empty container on the weighing platform.
2. Press the **TARE** key. The scale will display zero weight.
3. When an item is placed on the container, the scale only displays the weight of the item, not the weight of the container and the item.
4. To reset the scale for no tare, remove the container and its contents from the weighing platform. Press the “**TARE**” key, then to reset the scale to zero weight.

The tare function will work over the full weighing range of the scale but will not extend the overall capacity of the scale.

TROUBLE SHOOTING

Symptom	Recommended Action
Not weighing correctly OR Inaccurate weight	The scale is under zero. Press the “ON/OFF (ZERO)” key. OR Damage to the scale has occurred, calibrate the scale, see page 6 for instructions. OR Press the units key, the unit is displaying the incorrect unit of measure, LB or KG.
Weight fluctuates	Press “ON/OFF (ZERO)” key, to zero the scale before placing an item on the scale. OR Ensure scale is placed in a stable, level environment free from vibration. OR Turn the scale Off, then back on
“Lo” is displayed	Replace the battery.
“Over” is displayed	The weight placed on the scale is over the scales capacity. Remove the weight from the scale. OR The weight placed on the scale plus the Tare weight is over the scales maximum capacity. Remove the weight from the scale.
“ErrL” is displayed	The scale is under zero. Press the Zero key OR Damage to the scale has occurred, Calibrate the scale, see page 6 for instructions.

AUTO POWER OFF CONFIGURATION

The default setting for sleep mode is 120 seconds. The sleep mode can be configured to 120, 240 seconds or OFF via keyboard. If there is no activity, the scale will turn itself off after 120 seconds.

The Auto Power Off feature can be changed, when needed, by the following instructions:

Function	Scale Response
With the scale turned on, remove all weight from the scale	
Press and hold the “ TARE ” key for 3 seconds	“TARE”, “SET”, “Unit”
Press the “ UNITS ” key to scroll to the next selection	“A.OFF”
Press “ TARE ” key to enter into the AUTO POWER OFF configuration menu	“120” (120 seconds)
Press the “ TARE ” key to accept this setting or the “ UNITS ” key to scroll between “240” (240 seconds) or “OFF.	
After selecting your desired setting and pressing the “ TARE ” key to accept.	“A.OFF”
Press the “ UNITS ” key twice to scroll to	“END”
Press the “ TARE ” key to exit the setting and return the scale to “0.0” weight.	

SCALE CALIBRATION INSTRUCTIONS

Periodically your scale may require calibration to ensure proper weighing. Calibration may be required if the scale has been improperly used by mishandling or dropping the scale. You will need an accurate 50 or 200 pound weight to calibrate the scale. If calibration is performed with a weight other than 50 or 200 pounds, it will cause your scale to weigh inaccurately.

IMPORTANT...Do not Enter into Calibration Mode without an accurate weight.

Scale calibration is accomplished, when needed, by the following instructions:

Function	Scale Response
1. Make sure the scale is turned off	
2. Remove all weight from the scale	
3. Press and hold the “ ZERO ” key and press the “ UNITS ” key three times	“CAL”
4. Press the “ UNITS ” once to accept and enter into calibration mode.	“1000 – 4000”
5. Press the “ TARE ” key once to zero the scale.	“0”
6. Place “XX” (see Table 1) weight on the scale	See Table 2
7. Press “TARE” key once to accept the calibration weight	“CAL”
8. The display prompt “CAL” for 2-3 seconds, then exit the calibration mode and return to normal weighing mode. If the calibration weight is left on the scale, a weight will be displayed.	

Model	Table 1		Table 2	
	Calibration Weight (LB)	Calibration Weight (KG)	Span Range (LB)	Span Range (KG)
GP100	50 LBS	20 KG	900 - 1600	800 – 1400
GP250	200 LBS	100 KG	3600 – 6400	4000 – 7000

UNIT SWITCHING CONFIGURATION

The default setting for switching is ON. In this menu you can change the scale to weigh in Kilograms (KG) only, Pounds (LB) only, or Units Switching ON.

The Auto Power Off feature can be changed, when needed, by the following instructions:

Function	Scale Response
With the scale turned on, remove all weight from the scale	
Press and hold the “TARE” key for 3 seconds	“TARE”, “SET”, “Unit”

To Turn OFF units switching and weigh in LBS only:

- Press the “TARE” key enter into configuration menu “KG”
- Press “TARE” key “ON”
- Press the “UNITS” key once to scroll to... “OFF”
- Press “TARE” key “0.1”
- Press the “TARE” key “KG”
- Press the “UNITS” key 5 times “END”
- Press the “TARE” key to exit the setting and return the scale to “0.0” weight.

TECHNICAL SUPPORT

For technical support and more product details please contact us:

Via Phone- 507-238-8702 or 1-800-637-0529

Via Fax – 507-238-8271 or 1-800-368-2042

E-mail- sales@salterbrecknell.com

Website- www.salterbrecknell.com

FUNCTION KEYS

UNITS KEY :

The unit is factory configured for the “UNITS” switching feature to be active. The “UNITS” key allows you to weigh or compare weights in Pounds (LB) or Kilograms (KG). The displayed weight being used can be identified by checking to make sure the bullet on the display is pointing to LB or KG. See page 7 for detailed instructions on changing the default units of measure or deactivating the “UNITS” button.

Press the units key to scroll between LB and KG displayed weight.

HOLD KEY:

This key is used when you are unable to view the displayed weight because an item is larger than the weight platter and display. Pressing this key will hold the stable weight in the display, after the package has been removed.

To use the “Weight Hold” feature:

1. Remove all items from the scale, making sure the scale is at zero weight.
2. Press the “HOLD” key. A bullet, “ ” will flash indicating Weight Hold is active.
3. Place an item on the scale, wait two seconds for the weight to become stable.
4. When the weight becomes stable, the “ ” will no longer flash.
5. Remove the item, from the scale. The weight of the item will be held in the display.
6. To clear the display, press the “HOLD” key.